

**OFFICE FOR CAREER AND TECHNICAL SCHOOLS
CORRESPONDENCE REFUND POLICY**

REFUND POLICY: CORRESPONDENCE POSTSECONDARY PROPRIETARY EDUCATIONAL INSTITUTIONS. The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

1. Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
2. After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.
3. After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
4. After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
5. After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
6. After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
7. After completing 75% of assignments, the student is responsible for total tuition.
8. The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
9. The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
10. If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.